



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Local Planning Regional Planning Intern (REPL2016) March 23, 2016

Job Category: Regional Planning Intern – Local Technical Assistance (LTA)
Experience Required: Current Enrollment in Graduate Program
Salary Range: \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the Local Planning Division. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

Regional Planning Intern Position Description

The intern will assist in CMAP's ongoing work to develop the next comprehensive regional plan, due in October 2018. The next plan will build on the foundation of GO TO 2040 to explore refinements to existing plan policies as well as limited new topics that are complementary to CMAP's role.

Responsibilities

- **Research and writing.** The intern will assist project managers and project teams with conducting research and contributing to written products. This may include tasks to assist in the development of existing conditions' reports, such as reviewing past plans and ordinances and providing written summaries of prior planning work in a community. It may also include researching plans, programs, and policies of other planning entities and organizations, and surveying best practices in relevant topic areas. The intern should be able to convey research findings in a clear and concise manner.
- **Mapping.** The intern will extract data, derive findings through geographic information systems (GIS) analysis and prepare maps to appear in interim and final documents related to the LTA program and the next regional comprehensive plan. The intern is required to have a high degree of familiarity with GIS and be comfortable working with large, regional datasets.
- **Data collection.** The intern will help with community-focused research including data collection and analysis. This will most frequently include using the Census or other datasets to gather data related to issues of particular importance to communities being assisted through the LTA program and data related to plan topics of the next regional

comprehensive plan. Familiarity with data sources, ability to analyze data, and ability to communicate the results of this analysis are important skills.

- **Public meetings.** LTA projects include a large number of public meetings, each of which need to be staffed. The intern will assist with elements of this including table facilitation, registration, and note-taking.

Knowledge, Skills and Abilities

Applicants should have strong research, analysis (both qualitative and quantitative), and communication skills. Experience with GIS is necessary, and basic office computer skills are required.

Education and Experience

Applicants for all positions should be enrolled in a graduate degree program in urban planning or a related field.

Internship Timeframe

Depending on the student's availability, this is a full-time summer position beginning in May or June 2016. It could potentially continue into the 2016-17 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

Contact Information

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (REPL2016)**.

Posting End Date

This posting will close on April 23, 2016. All applications must be completed and submitted within the 30-day timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.